

EXHIBIT III- K

DIVISION OF HOUSING
INSTRUCTIONS --- QUARTERLY FINANCIAL STATUS REPORT

REPORTS ARE REQUIRED DURING THE GRANT/CONTRACT PERIOD REGARDLESS OF WHETHER FUNDS HAVE BEEN EXPENDED OR NOT.

Block 1: Send 2 copies of your requests, **BOTH SIGNED IN ORIGINAL** to:

DOH Asset Manager
Division of Housing
1313 Sherman, Room 518
Denver, CO 80203

Block 2: The recipient organization is the grantee with whom the State contract is made. In some cases, the grantee may sub-contract with another organization, but indicate the grantee named in the State contract.

Block 3: The Contract Encumbrance Number is located in the second paragraph of the contract between the State and the grantee. This number is a six digit number preceded by "C", (For example, C856469). Do not confuse this number with the contract project number.

Block 4: Specify if this report is the Final Report for this contract. Then, specify if this report is only for the purpose of reporting on program income as required by your contract close-out letter (if this contract has been closed).

Block 5: The Project/Grant period are the dates included in the Scope of Services of your contract.

Block 6: The period covered by this report is the quarterly period applicable. Quarterly Financial Status Reports are due 30 days after the end of each quarter.

Block 7: Block 7 contains the expenditure categories which are included in your plan on which funds are budgeted. These categories **MUST** be the same as those expenditure categories contained in the **SCOPE OF SERVICES** budget of your contract with the state. **DO NOT INCLUDE PROGRAM INCOME IN BLOCK 7.**

LINE 7a: Net expenditures are funds disbursed/accrued that appear on your books at a specific date (i.e., at the close of the quarter, etc.). Expenditures previously reported for the first report should be zero's. **FOR EACH SUCCEEDING REPORT, THE FIGURE FROM LINE 8c. OF THE PREVIOUS REPORT SHOULD BE ON LINE 8a. OF THE CURRENT REPORT.**

LINE 7b: Expenditures for this quarterly report period should be reported here, plus or minus any adjustments not previously reported.

LINE 7c: Net expenditures to date is line 8a. plus line 8b.

LINE 7d: Unliquidated obligations are referred to in the Administrative Requirements in this section. Generally, unliquidated obligations are outstanding purchase orders for goods and services, or contracts which have not yet been fully serviced and/or paid.

LINE 7e: Self-explanatory. Line 8c. plus line 8d.

LINE 7f: Total CDBG funds authorized in the Scope of Services of the State Contract.

LINE 7g: Unobligated balance of CDBG funds is the remaining amount of the allocation to spend or obligate. Subtract line 8f. from line 8e. and enter the amount.

Block 8: Program Income is the gross income earned by a grantee from grant supported activities, and as a result of funds used from the grant. Many contracts do not generate Program Income, and Block 8, therefore will remain blank.

All projects must identify the amount of Program Income earned since the beginning of the contract effective date. ONLY REPORT PROGRAM INCOME IN BLOCK 8. Generally, all Program Income on Hand must be utilized for CDBG activities prior to requesting additional funds from the state's contract; however there are some exceptions. **REFER TO SECTION II, FINANCIAL MANAGEMENT, FOR ADDITIONAL GUIDANCE PERTAINING TO PROGRAM INCOME.** RENTAL GRANT PROJECTS WILL NOT GENERATE PROGRAM INCOME.

LINE 8a: Enter the total amount of program income on hand at the beginning of the quarter for each expenditure category and in the total column.

LINE 8b: Any program income received during the quarter should be included in the expenditure category it was earned under and totaled in the total column.

LINE 8c: Expenditures of program income should be reported under the appropriate expenditure columns (such as administration, business assistance, housing rehabilitation, training, direct loans) and totaled in the total column.

LINE 8d: Enter the total cash on hand for each expenditure category and in the total column for the end of the quarter. This amount should equal line 9a. plus line 9b., minus line 9c. for each category and total.

Block 10: The form should be signed by the appropriate authorized official. The report may also be signed by a financial officer or town/city/county clerk. Other information in this block is self-explanatory.